

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
OCTOBER 17, 2016**

**BOARD MEMBERS IN ATTENDANCE**

Chris Bieszczad (arrived at 7:09 PM), Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Diane Stamm

**BOARD MEMBERS ABSENT**

Patty Foley, Lloyd Lirio, Pam Raynock, Neil Ryan, Ellen Vessella

**STAFF**

Lisa Masten, Library Director  
Karen Benner, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

Jim Marocchini  
David Nagel

**FRIENDS**

Mike Kiely

**CALL TO ORDER**

The meeting was called to order by Diane Stamm at 7:02 PM

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

David Nagel reported that the Town Council has not met in three weeks. The Town Hall Renovation Committee has moved forward with presenting a proposal to go out for an RFP with two options for the architects: to resizing the building or renovation – as long as the cost doesn't go over \$25 Million – the RFP responses are due October 28<sup>th</sup>. Dave suggested that the Library Renovation Committee continue to move along with their plans to bring to the Town Council.

Iris asked Jim Marocchini to clarify the resizing and Jim responded to make the building smaller; it is presently approximately 100,000 square feet of which 68,000 is used; have more square footage for the community center and less for the Town people.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy stated that donation cards were at the D'Esopo Funeral Home for Emilia Dombrowski and memorial donations have been coming in for her.

**IV. APPROVAL OF MINUTES**

**MOTION:** Anna Eddy made a motion to accept the minutes of September 12, 2016, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of September 12, 2016 was approved with a 9-0 vote



## **V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Diane reviewed the Annual Activities Calendar for the month of October which includes committee assignments, the 5K Race scheduled for Sunday, May 14<sup>th</sup> (everyone is on the Race Committee), Hanel liaisons (three people have already volunteered), Friends liaison (three people have already volunteered), and the House Committee's annual walk-through of the building.

## **VI. TREASURER'S REPORT**

LeeAnn thanked Patty for getting everything ready to send to the account. She went on to report that as of September 30, 2016 there is \$12,576.60 in the Santander account, money market account has \$5,352.57. There are some expenses for the Hanel event that she has not written yet. She has not seen the BofI electronic statements beyond the end of July 2016 which had \$73,758.20.

## **VII. LIBRARY DIRECTOR'S REPORT**

Lisa reported that last month a new program called "Outside The Lines" was held during the week of September 11-17 wherein staff went to various business throughout town: Karen and Lisa were at the Kiwanis Flea Market, staff attended Open House at the middle schools and Kidco, the Chamber's 7AM Network at Middlewoods of Newington, VA Home, Southfield, Friendly's, Senior and Disabled Center, Open House at the elementary schools, CT Fastrak, McDonald's, Savers, Cedar Mountain Commons, and the Farmer's Market. Staff felt this was very successful and have plans to do this program again in the future.

Melissa Miller has resigned to take a job with Newington Parks & Recreation.

The Town has created a Town Website Committee and Lisa is on it, along with Jaime from the Town Manager's Office, and Roxanne from the Police Department.

The Children's Department held their summer assemblies at the schools and had a magician entertain. Dana Alison Levy, a children's author, will be in town on October 28<sup>th</sup> and will meet with 3<sup>rd</sup> and 4<sup>th</sup> graders at the high school, the middle schools in the afternoon, and be at the Library in the previous evening to sign books.

New shelving has been purchased for the redesign of the back area of the circulation desk where the DVDs are housed now.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen commented that the Hanel event was wonderful. She went on to report that the Health Series programs including the Elderly Brothers, Medicare, and caregiving that have been held the last couple of months will wrap up tomorrow night with estate planning. Karen stated that she has been dealing with difficulties with the ILS library software program; this is issues with the software program that the consortium uses.

## **IX. FRIENDS OF THE LIBRARY**

### **1. Mike Kiely Report**

Mike reported that the bus trip to Hyde Park was a great trip. The Fall Book Sale is scheduled for November 18-20. A company called ThriftBooks will pick up any remaining books on Sunday and sell these books on-line; the profits from the sale of these books will be split 50/50 with the Library and



ThriftBooks. Additionally, there are many books that the Friends do not use in the Book Sale for various reasons; ThriftBooks will take these too. He asked the Board to volunteer at the Book Sale.

## 2. Board Liaison Report

Judy stated she will attend the October meeting.

## **X. COMMITTEE REPORTS**

### A. PEP (Planning, Evaluation, Policy)

Diane reported that Ellen is the new chairperson of the PEP Committee. There is an open position on the Board for a Town representative.

### B. Investment Committee

Neil was not in attendance. LeeAnn reported that Neil did email the reports to the Board. The Committee met with Dean Spada regarding the new policy with Vanguard. Iris commented that she has some issues with the management of the funds by a computer and not a human, and what was the cost for this service.

### C. House Committee

Lloyd was not in attendance. Diane commented that a proposal is being reviewed as to how to reconfigure the front door due to weather issues. Lloyd will schedule the walk-through for October or November.

### D. Facility and Site

#### 1. Update on Library Renovation Committee meeting on October 4<sup>th</sup>

Maureen reported that the Bergers sent in their report and it was quite comprehensive. The Committee Skyped with the Bergers to discuss some revisions to the report. LeeAnn commented that the report had renovations of approximately \$350 per square foot which is too high. Leslie Berger asked for blueprints to review, and that she had come in with a high estimate which included soft costs. Lisa, Maureen, and LeeAnn will be visiting the Ridgefield Library where the Bergers planned that renovation. Judy asked how does the size of our collection compare statewide. Lisa commented that we could cut down on reference books since so much is online. Anna commented that the Library should have first choice on any meeting space, and Lisa commented that allocation of space is booked at least eight weeks in advance.

### E. Fund Development/Legacy Society

Anna stated she had no report, and will contact the new committee members to schedule a meeting.

### F. Budget

Patty was not in attendance.

### G. Technology

Chris is the new chairperson and he will schedule a meeting with the new committee.



H. Nominating Committee

There was no report.

I. Communications Committee

Judy and Iris commented that the committee will schedule a meeting.

**XI. OLD BUSINESS**

Maureen wanted to reinforce Board attendance at events such as the Hanel concert, the Race, and the Book Sale. She realizes the Board are all volunteers, but attending these events further shows support of what we are here to do for the Library. Iris thanked Maureen for arranging for the food at the September meeting and annual meeting.

Diane commented that it is critical that the Board emphasizes positive action in communications on social media, and realize that it is for the best of the Town not to have any negative comments.

**XII. NEW BUSINESS**

There was no New Business.

**XIII. PUBLIC PARTICIPATION**

David Nagel and Jim Marocchini stated that the Town Council will be meeting tomorrow night.

**XIV. ADJOURNMENT**

**MOTION:** Dennis Doyle made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:04 PM with a 9-0 vote.

**The next Board of Trustees meeting is scheduled for Monday, November 14, 2016 at 7:00 PM.**